

Brooks Free Library Board of Trustees

Wednesday, Sept. 12, 2012 7:00 pm

Thornton Room, Brooks Free Library

739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of Aug. 15 2012 meeting
3. Public Comment
4. Reports:
 - A. Chairman
 - B. Library Director
 - C. Building Maintenance Committee
 - C. Liaison from Board of Selectman
 - D. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - A. Update on Major Building Maintenance Projects
 1. HVAC
 2. Emergency Lighting
 3. Replacement of CFL lighting
 4. Parking Lot Lighting
 5. Plumbing
 6. CPC-Funded Exterior Work
 - B. Library Security Procedures
 - C. Projects Requested for Inclusion on Town's Capital Plan
7. New Business:
 - A. Acceptance of Gifts
 - B. Use of Trust Fund
 - C. Discussion on Distribution of State Aid to Libraries
 - D. Update on Director's Goals
 - 1) Reorganization
 - 2) Long Range Plan

Trustees' Report

Adjournment

Authorized posting officer

Nicole Hansen

Brooks Free Library

Date: Sept. 6, 2012

Posted by

Town Clerk's Office

Date: _____

Brooks Free Library
Library Director's Report
Sept. 7, 2012

Personnel:

We expect to welcome Reference Librarian Jennifer Pickett back from maternity leave on Oct. 2nd. Emily Milan's temporary promotion will end and she'll return to her Senior Library Technician position. Emily's done a fantastic job during her temporary promotion, which occurred without the transition time we expected and included the hectic summer season.

Operations:

Annual Reports

Two state reports are required to maintain library certification and receive State Aid funds. The Annual Report and Information Survey (ARIS) provides information on the collection, circulation, staffing and services, and was submitted to the Mass. Board of Library Commissioners in August. A financial report is due Oct. 12th. Each of the three independent libraries in town prepares an individual financial report for that library which are then used to prepare a consolidated financial report for the Town of Harwich.

FY12 Data:

Copies of the ARIS and a spreadsheet of statistics are included in your packets.

Circulation of physical items (books, magazines, CDs and DVDs, etc.) was down slightly this year, as it was for the CLAMS consortium as a whole. With increased use of e-books, downloadable audio-books and use of other electronic resources, however, our final circulation count for FY12 was 235,597 items, a small increase of 2064 items (0.9%).

Library use soars in a poor economy but as conditions stabilize and improve now, people have more discretionary funds again and circulation declines. We may have seen the peak of increased library use in this recession.

In addition, check-out of physical items is likely to represent a smaller portion of library use in the future. Libraries now provide more electronic resources, as access to online language programs, Ancestry.com, resources for evaluating antiques and preparing resumes, etc., and use of these resources are becoming a larger portion of library activity.

E-books, in particular, saw a huge spike in popularity and checkout by Brooks Free Library patrons quadrupled this year (4666 checkouts in FY12 vs. 1198 the previous year.) It is difficult for libraries to build e-book collections large enough to meet demand, however, due to restrictions by publishers and providers on what is available for libraries to purchase and the higher cost charged for them. Many readers who use our e-book collection also purchase e-books, particularly bestsellers. This will drop the demand for print copies and reduce circulation.

Another factor affecting us locally has been the lack of air conditioning during the busy summer months in recent years. Circulation in July and August typically doubles for us,

but that hasn't been the case in recent years. Some patrons have begun using other libraries, and when it is oppressively hot in the Library, those that come in do not stay as long.

Theft of Library materials

The man arrested in April at the Brooks Free Library for stealing 6 books was recently indicted by a grand jury for that theft and the theft of rare and historic books from five other Cape libraries. He was arraigned in Superior Court on Sept. 4th and is scheduled for a pre-trial hearing on Sept. 26th. He has been admonished that he must stay away from libraries and other places with historical or archival material. The Victims Assistance Coordinator told me the new Superior Court charges will mean the earlier theft charges in District Court will not be prosecuted. She will relay to the prosecuting attorney our request that the charge for threatening to commit a crime continue to be prosecuted in the District Court.

Programs:

We're holding 5 events as part of the Chamber of Commerce "Fall for Harwich" series:

Fri., Sept. 7 at 7:00 pm - Brooks Free Cinema @ Brooks Park – Outdoor movie night showing Fly Away Home in Brooks Park.

Sat. and Sun., Sept 15 16 - 9:00 am-1:00 pm - Friends of Brooks Free Library Annual Book Sale. (Note: Additional help is needed to set up on Friday and to clean up on Sunday.)

Sat., Sept. 29th - 2:00 "Mad Science: Up, Up, and Away" - Learn about air pressure. Watch the atmosphere crush a soda bottle and see a hovercraft in action! Ages 5-12.

Sun., Oct. 7 - 2:00 "Saving Summer" - Master gardener C. L. Fornari discusses keeping tropical, tender, tricky and tried and true perennials over the winter. Light refreshments will be served. Sponsored by the Friends of Brooks Free Library.

Sat., Oct 20 - 2:00 Ken Badger Trio - Enjoy an afternoon of music from Gershwin to the Beatles with Ken Badger, Laird Boles on the bass and Kareem Sanjaghi on the drums.

Collaboration with the Council on Aging

We're providing support for the COA's new book group. Emily Milan and I met with COA Director Barbara Anne Foley this week to discuss book selection considerations and resources for discussion leaders. We've given the COA an "institution card" for the group and will treat it like one of our book groups, ordering the titles in a variety of formats, etc.

Several staff members will attend the COA's "Navigating Your Future" program on Sept. 28th which will feature speakers on services available from various agencies. After lunch we'll have a table at a vendor fair to showcase assistive technology and provide information on library services.

On Dec. 6th, in preparation for the holiday gift-giving season, we're planning a program at the COA tentatively titled "Gadgets, Gizmos and Gifts", to demonstrate

various e-readers and devices and allow people to try them out. We'll also have book displays and information on good books to give as gifts to children, youths and adults.

We discussed other cooperative technology and program ideas and will meet again in Oct.

After-school Programs:

Youth Services Librarian Ann Carpenter is re-vamping the after-school offerings this year. Wii Sports and Legos will not be offered this fall as attendance has been declining though they may be re-vamped and/or offered on different days of the week later in the year. The Teen Library Corps will meet twice a month on Wednesday afternoons and a new board game and chess program will be offered on Thursdays.

Building Maintenance:

Emergency Lighting Project:

Because of an engineering oversight in the design of the new emergency lighting system, the inverter that was installed cannot be operated without some modifications to keep the temperature in that room below 77 degrees. The engineer has proposed adding an exhaust fan to vent warm air into the basement hallway and states this measure will be sufficient. We were advised by another engineer that gas from the charging batteries need to be vented for health and safety reasons, but the project engineer states this is not the case. We're waiting for a written report from the project engineer certifying his verbal assurances. The exhaust fan must be installed before the manufacturer's representative will certify the installation and we can begin using the inverter. We have requested a datalogger to record temperatures in the Electric Room through next August. If they show the exhaust fan is not enough to control the temperature, a separate air conditioning unit will need to be installed and the batteries will need to be replaced. Financial responsibility for additional measures needed to operate the inverter in this location is under discussion.

HVAC Project:

As of the end of August, temperatures in the Library are now comfortable. Repairs to deal with excessive condensation have been completed and there have not been any more leaks. Both air handlers are now working with manual controls, though there has been some control problems with the main air handler (i.e., shutting down during the day or not turning on in the morning) and with warm temperatures on that side of the building. Work on variable air volume boxes around the building and installing the automated control system continues.

Lights for new sign

The electrician had difficulty obtaining the fixture. He plans to install the new lights soon.

Financial:

State Aid to Libraries funds:

Last month the Chairman submitted a letter to the Finance Director asking him to transfer \$11,543.57 from Acct 1609 State Aid to Libraries into Acct 1240 Brooks Free Library State Aid. The balance in Acct 1609 is due to Harwich Port Library as remaining payments for FY10 and FY11 and their share of the FY12 award. They have submitted an invoice for that payment. I spoke to the Treasurer of Chase Library who confirmed they received their share of the FY12 award are not due any prior year funds. This resolves any discrepancies about the distribution of prior years' State Aid to Libraries award.

There is a separate, related issue, however. The Town's traditional practice of dividing State Aid (50% Brooks and 25% each to the Harwich Port and Chase libraries) has never been documented by a vote of the Selectmen. The Trustees will need to bring this subject to the Selectmen for a formal vote so that legal requirements for the Town to disburse the funds to the two association libraries are met. A formal vote will also eliminate confusion and misunderstandings over how these funds are to be distributed.

FY2013 budget: A spreadsheet for the first month of FY13 is included in your packets.

Respectfully submitted,

Virginia A. Hewitt
Library Director